



Sample Policies

A Guide for School Based Decision Making Councils

These materials were developed by the Kentucky Department of Education *as a guide* during the process of policy writing and review. These policies are **NOT** to be considered exemplars; these policies are *samples* only.

Kentucky Department of Education • 2016

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Curriculum Policy

[KRS 160.345(2)(i)1]

Purpose:

The *Curriculum Policy* for Kentucky Middle School ensures and establishes a process for curriculum development, implementation, evaluation and communication of the school's curriculum while involving all stakeholder groups.

Procedures:

Kentucky Middle School defines curriculum as what students are taught and the connections they make to the *real world*. The curriculum shall define what students should know and be able to do in all content areas. The curriculum shall also be defined as all experiences provided by the school staff which are designed to assist students in valuing learning and developing academically, socially, emotionally, and physically. Curriculum includes both what is taught and how it is organized for delivery.

The curriculum shall include all core subject areas (i.e. English/Language Arts, Mathematics, Science, and Social Studies), as well as a variety of elective courses (i.e. Arts and Humanities, Practical Living/Career Studies, Health and Physical Education, and Technology). The curriculum shall encompass local, state, and national standards and be research-based. It shall be aligned with the Kentucky Core Academic Standards. All students shall have equal access to all aspects of the curriculum during the school day.

The curriculum shall include the following features:

- Fully aligned to all local and state documents
- Developmentally appropriate
- Vertically and horizontally aligned
- Reflect skills and concepts, instructional strategies, assessments and resources
- Provide real world experiences
- Integrate career awareness
- Integrate problem solving

The Kentucky Middle School Council recognizes the stakeholders for the Curriculum Committee membership. These stakeholders shall be responsible for evaluating and revising the curriculum annually.

The principal of Kentucky Middle School shall be responsible for ensuring the implementation of the curriculum. All teachers shall be responsible for implementing the curriculum with fidelity in all classroom assignments and documenting the curricular topic as part of lesson planning.

The curriculum shall be communicated to all stakeholders on an annual basis. Teachers, parents and students, as well as the community at large, shall receive information on what students are to know and be able to do. This information will be posted to Kentucky Middle School's website and linked to all electronic communications.

All staff members shall receive appropriate professional development annually on any curricular revisions.

Evaluation:

The Kentucky Middle School Council shall monitor the implementation of the curriculum through a series of checkpoints during regular school council meetings. The Curriculum Committee shall annually present a curricular update during the spring prior to state assessment.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Staff Time Policy

[KRS 160.345(2)(i)2]

Purpose:

The *Staff Time Policy* for Kentucky Elementary School ensures that the amount of instructional time (e.g., number of classes taught, professional learning community time) and non-instructional time (e.g., bus duty supervision, how often to supervise hallways) for the certified and classified instructional staff is equitable and provides maximum learning time for all students.

Procedures:

In determining staff time for certified and classified instructional staff, the school council shall establish specific timeframes for instructional and non-instructional duties based on priorities established in the school improvement plan. These timeframes shall support agreed-upon student achievement goals. All certified and classified instructional staff's time during the school day shall be equitably distributed amongst Kentucky Elementary School's instructional staff members.

Each certified classroom teacher shall maintain a daily classroom schedule that demonstrates at least 80% of the instructional day shall be focused on the instructional core that includes English/Language Arts, Science, Mathematics and Social Studies. Non-instructional time for students (e.g., restroom breaks, course transitions) shall be kept to a minimum. Each certified classroom teacher is responsible for developing a classroom schedule; the principal is responsible ensuring that the schedules are implemented within the classrooms.

Each certified resource special education teacher shall maintain a daily classroom collaboration schedule with pull-out services kept to a minimum and only where specified by a student's individual education plan (IEP). The guidance counselor, speech-language pathologist and school psychologist shall maintain schedules outside the perimeters of this policy and within the guidelines of their specific job duties.

The principal is responsible for determining schedules for all classified paraeducators. All paraeducators shall spend at least 90% of their work day on instructional duties (i.e., working with students). Paraeducators' schedules shall be prioritized with primary grades first.

The principal has the responsibility of assigning teachers and paraeducators to classes and schedules.

Evaluation:

Annually, the principal shall report to the school council a summary of the use of staff time. This report can include, but is not limited to, the percent of time spent on core academics, the collaboration schedule, the guidance schedule and how it fits into the school improvement plan goals and the determination, based on needs, for the paraeducators' schedule. The principal shall not refer to teachers by name during the reviews.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Assignment of Students to Classes and Programs

[KRS 160.345(2)(1)3]

Purpose:

The *Assignment of Students to Classes and Programs Policy* for Kentucky Elementary School ensures that all students are provided equitable access to all components of the school's curriculum through the class assignment process.

Procedures:

Primary Program: Students in traditional kindergarten and grade one will be in multiage classes wherein students remain with the same teacher for up to two years. Students that need an extra year in primary program, after consultation with the teacher, the parent, the guidance counselor and the principal, will complete an extra year prior to promotion to grade 2. Any student completing an additional year will be placed with a different teacher for that additional year. Parents may appeal the decision; however, the principal shall make the final determination of placement.

Students in traditional grades two and three will be part of a graded program in a self-contained classroom for all core subjects.

All teachers within the primary program (i.e., entry/kindergarten level to grade 3) must address the critical attributes of a primary program established in Kentucky's Revised Statutes [KRS 150.031(3)]. These attributes include:

- developmentally appropriate educational practices;
- multiage and multiability classrooms;
- continuous progress;
- authentic assessment;
- qualitative reporting methods;
- professional teamwork; and
- positive parent involvement.

Intermediate Grades: Students in grades four and five will be assigned a homeroom teacher. Teachers will rotate through the classrooms, providing subject based instruction. Students will remain in homeroom class. Each day students will receive at least 60 minutes of instruction in English Language Arts, Mathematics, Science, and Social Studies.

Grouping: At least two weeks prior to the last instructional day of school, teachers will submit placement notes on each of their students. These notes may include, but not limited to, student's academic progress, assessed reading grade level, spring MAP RIT score, behavioral issues and Individual Education Plan (IEP)/504 plan. The guidance counselor will gather this information and compile and assign students to classrooms based on the data. Students will be equitably distributed among the classes based on gender and ability. Priority for placement will be for those students that have specific needs on an Individual Education Plan (IEP) as determined during the Admission and Release Committee (ARC) meeting.

Student class assignments will be complete at least 30 calendar days prior to the first instructional day of school. Student assignments will be posted on the front door of the school by student number (student names will not be listed based on the Family Education Rights and Privacy Act – FERPA). Staff will be available at the school Monday through Friday from 8:00am to 3:00pm the two weeks prior to the first instructional day of school to provide class assignment information on a one-to-one basis either by phone or face-to-face at the school.

Evaluation:

Annually, between February and April, certified staff (i.e., teachers, guidance counselor and principal) will complete an online survey on the assignment of students. Data from this survey will be presented by the principal to the school council for discussion during the May meeting. Questions on the survey may include, but are not limited to the following: collaboration and team teaching, ratio between boys and girls, class size, and effectiveness of students receiving instruction from multiple teachers.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Schedule of the Day and Week

[KRS 160.345(2)(1)4]

Purpose:

The *Schedule of the Day and Week Policy* for Kentucky High School ensures that all students are provided equitable access to all components of the school's curriculum within the master class schedule and aligns with Kentucky High School's mission and vision statements.

Procedures:

Length and Number of Class Periods: Kentucky High School will have a six-period day with a half-period for enrichment/intervention activities and a 12-minute homeroom period daily. Total instructional minutes daily shall not drop below 360 minutes (6 hours). The bell schedule shall be as follows:

		Instructional Minutes
7:15 – 8:00	Breakfast (early learning - optional)	
8:00 – 8:57	1 st Period	57
8:57 – 9:00	Transition	
9:00 – 9:12	Homeroom	
9:12 – 9:15	Transition	
9:15 – 10:12	2 nd Period	57
10:12 – 10:15	Transition	
10:15 – 10:47	Enrichment/Intervention	32
10:47 – 10:50	Transition	
10:50 – 12:22	3 rd Period <ul style="list-style-type: none">• Lunch A – 10:50 – 11:15• Lunch B – 11:20 – 11:45• Lunch C – 11:50 – 12:15	62
12:22 – 12:25	Transition	

12:25 – 1:12	4 th Period	57
1:12 – 1:15	Transition	
1:15 – 2:12	5 th Period	57
2:12 – 2:15	Transition	
2:15 – 3:10	6 th Period	55
3:10 – 4:30	Afterschool – optional (subjects vary each day)	
Total Instructional Minutes Per Day		377

Protection of Instructional Time: Teachers shall begin each period on time and engage students throughout the class period. All schoolwide broadcast announcements, except emergencies, shall be done during the homeroom period. Activities that reward or punish students will not be conducted during instructional time unless those activities are strongly supported by the curriculum and the instructional programming within the school.

Common Planning and Professional Learning Time: All teachers shall be given one period daily for planning and professional learning. Core subject areas (i.e., English Language Arts, Mathematics, the Sciences and the Social Studies) and the career-technical department (CTE) shall be provided a common planning time. Twice weekly, this common planning time will be for professional learning as determined by the school improvement plan and will be structured with an agenda and minutes. Non-core teachers will participate in professional learning with the department in which it shares the common planning time.

Evaluation:

Annually the school council shall review student achievement data and adjust the Schedule of the Day and Week to meet the priority needs of students.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

School Space

[KRS 160.345(2)(1)5]

Purpose:

The *School Space Policy* of Kentucky High School ensures that the classrooms and non-classroom space use is maximized to provide opportunities for sharing resources, mentoring, and collaboration among the staff and students.

Procedures:

Annually, the principal shall develop a school space plan. Criteria for space use include the following:

- Core subjects (i.e., English Language Arts, Mathematics, the Sciences and the Social Studies) classes shall maintain close proximity to facilitate cross-subject planning.
- The Arts (i.e., music and visual arts) shall be in classrooms designed for that use. The Library Media Center shall be maintained to provide flexible and equitable access to the school's resources.
- Subjects that require specific classroom configuration shall be given priority (e.g., career-technical courses, physical education courses).
- Special Education class assignments shall meet federal guidance (e.g., FMD class).

By June 1 of each year, the principal shall present the school space plan to the school council for consultation.

Evaluation:

Course enrollment and behavior data from class transitions shall be analyzed annually to determine the effectiveness of the traffic flow and class transitions.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Planning and Resolution of Issues Regarding Instructional Practices

[KRS 160.345(2)(1)6]

Purpose:

The *Instructional Practices Policy* of Kentucky Middle School ensures that all instructional practices align with the Kentucky Middle School's curriculum and establishes an environment where all students achieve to their potential and are prepared for future learning.

Procedures:

Instructional practices shall be defined as the strategies, techniques, and activities used by the classroom teacher to engage students in the learning process.

In preparing lessons, each teacher shall:

- Use varied student-centered instruction;
- Address various learning styles and multiple intelligences;
- Use activities where all students use higher-order thinking and problem-solving skills;
- Make active use of interdisciplinary connections;
- Adjust instruction to respond to the needs of students;
- Provide for student-use of technology for appropriate and varied learning activities and to expand the classroom into the community and beyond;
- Use instructional resources that reflect diversity; and
- Assign homework that extends student learning based on the analysis of classroom data and formative assessments.

Snapshot of Class Period: An ideal class period provides quality instruction and student engagement from bell-to-bell.

- ✓ Review Question or Bell-ringer Activity
- ✓ Anticipatory Set for the Day: Review day's objective/essential question/agenda
- ✓ Best Practice Strategy: Guided Practice or Direct Instruction (may include, but are not limited to the following):
 - Individual Assignments
 - Cooperative Learning
 - Research Projects
 - Reading and Summarizing
 - Graphic Organizers
 - Manipulatives
 - Peer Tutoring
 - Speakers

- Technology
- Oral Presentations
- ✓ Lesson Closure: What did you learn today and why?/Real-world Connections/Exit Slips
- ✓ Discussion of Homework (if applicable)/Preparation for Assessment (if applicable)
- ✓ Prepare for the Next Day

Homework: Homework is to be used to extend the student's opportunity to learn. It is to be completed outside the regular school day and intended to provide added enrichment to practice skills, increase knowledge and explore topics using various learning modes and technologies.

Homework assignments will include not only written work, but also cultural and creative activities and projects. Homework is not to be used as a punishment for behavior.

All classroom and enrichment teachers will...

- Engage in age-appropriate home based activities that directly correlate with the days learning target.
- Assign homework that reinforces a skill that has been taught and formatively assessed in the classroom to ensure that all students understand the concept. If the formative assessment shows that students do not understand the concept, homework on that topic or skill will not be assigned.
- Assign homework that provides opportunities to engage parents in the instructional process and has real-world applications.
- Allow time for free reading as part of homework assignments.

All homework will be assessed for understanding within a reasonable timeframe. Teachers will provide appropriate feedback to students and will keep accurate records of homework assessments to use during student conferences and parent-teacher meetings. Homework assessments are not to be included as part of summative assessments for grading purposes. If homework is illegible, teachers may require the student to complete the assignment again in order to assess understanding. In this case, teachers need to contact the parent to discuss the issue prior to sending back the homework.

Parents and students are to be held accountable for the completion of homework assignments. Teachers shall develop a system for students to note homework (e.g., assignment/agenda book, homework log). This system should remain constant for the entire school year. This system may include the class, the assignment, the due date, necessary materials, and a parent confirmation signature or initials. Non-completion of homework will result in loss of privileges. Students that consecutively or continually do not complete homework assignments will result in

- teacher-student conferences,
- teacher-parent conferences,
- student-guidance counselor conferences, and/or
- student-parent-principal conferences.

Evaluation:

During common planning and as part of professional learning, teachers will reflect weekly on the strategies used, discuss successes and challenges, share possible solutions to challenges, and identify areas needing further support. Professional Learning Community Team Leads will collect the data from these reflections and bring to monthly Leadership meeting.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Selection and Implementation of Discipline and Classroom Management Techniques

[KRS 160.345(2)(1)7]

Purpose:

The *Selection and Implementation of Discipline and Classroom Management Techniques Policy* of Kentucky High School ensure that standards are established for acceptable student behavior and that Kentucky High School is a safe and secure environment.

Procedures:

Within one week of the first instructional day of school (or within one week of enrollment), students and parents/guardians will receive the *Kentucky School District's Code of Conduct* booklet. Each student is required within one week of receiving the booklet to return the Acknowledgement Form from the district code of conduct booklet signed by him/herself and his/her parent/guardian. The administrative team (i.e., principal, assistant principal and guidance counselors) shall follow-up with students and families whose forms are incomplete or not returned.

The school shall develop a school safety plan as required by district policy and state regulations. The school safety plan shall be reviewed annually by the school council.

Each classroom should establish specific standards that govern the time students are in their classroom (within the standards and overall goals of Kentucky High School). These standards shall be posted in a predominate location and in print that is legible and easy to see from any place within the classroom. These standards shall be taught by the teacher during the first week of school to all classes and reviewed after each break (i.e., fall break, winter/Christmas break and spring break). Other reviews shall be at the teacher's discretion.

Additional Standards:

Appropriate dress standards: Students attending Kentucky High School shall comply with standards in dress in order to maintain a distraction-free environment. These standards include:

- All shirts must cover the shoulders and the mid-section of the body when arms are raised.
- All undergarments are to be hidden from view. This includes bra straps, boxer shorts, and items visible through opaque clothing.
- All clothing must be free of holes. All clothing and accessories must be free of offensive or suggestive language or graphics.
- Skirts, skorts, and dresses must be no shorter than three-inches above the top of the kneecap. Shorts, both for males and females, must be no shorter than three-inches above the kneecap.

Any staff members may address a student's attire to the assistant principal. The assistant principal shall observe the student in question to determine if the attire is appropriate or inappropriate. If appropriate, the assistant principal shall report back to the staff member making the inquiry with his/her determination. If inappropriate, the assistant principal shall remove the student from class and discuss the issue with them. The student shall then be referred to the guidance counselors for assistance to resolve the issue. Staff in the Youth Services Center may

be asked to assist. If unable to resolve the issue with the student, the guidance counselor shall call the parent/guardian.

Bullying and Harassing: Students at Kentucky High School must respect the rights of others and to interact with them in a civil manner. Therefore students are required to speak and behave in a civil manner toward students, staff and visitors within the building.

Bullying is a repeated pattern of aggressive behavior that involves an imbalance of power that purposefully inflicts harm on the bullying victim. Bullying assumes a variety of forms, including:

- Direct physical or verbal actions that cause physical or emotional distress
- Indirect acts of social aggression designed to ruin a victim's personal reputation or social standing

Cyberbullying, the willful and repeated harm inflicted by using computers, cell phones, or other electronic devices.

Therefore, the following actions will not be tolerated at school, on school buses, or during a school-sponsored event (including athletic events) and must be reported to the principal:

- Strikes, shoves, kicks, or other physical contact; attempts or threatens to strike, shove, kick, or other physical contact.
- Offensively coarse utterance and/or gesture.
- Following or stalking a person in or about the school.
- Engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other person and which serve no legitimate purpose; or
- Damages or commits a theft of the property of another student.
- Substantially disrupts the operation of the school.
- Creates a hostile environment by means of any gestures, written communications, oral statements, or physical acts that a reasonable person under the circumstances should know would cause another student to suffer fear of physical harm, intimidation, humiliation, or embarrassment.
- Communicates with a person, anonymously or otherwise, by telephone, email, or any other form of written communication in a manner which causes annoyance or alarm and serves no purpose of legitimate communication.
- Communicates in a manner which a reasonable person under the circumstances should know would cause the other student to suffer fear of physical harm, intimidation, humiliation, or embarrassment and which serves no purpose of legitimate communication.

Any determined acts of bullying or harassment will be handled appropriately based on the descriptor of offenses in the *Kentucky County District Code of Conduct*.

Evaluation:

School behavior data shall be analyzed quarterly during a regular school council meeting. Trends shall be examined to determine causes and contributing factors. These trends shall include data disaggregated by race, gender, time of day, and classroom vs. common areas. This may be assigned to an ad hoc committee at the request of the school council.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Selection of Extracurricular Programs

[KRS 160.345(2)(1)8]

Purpose:

The *Selection of Extracurricular Programs Policy* of Kentucky High School ensures that students are provided multiple opportunities to extend the learning time based on student interest and abilities.

Procedures:

All extracurricular programs must be based on the following criteria:

- The program must contribute to students becoming a self-sufficient individual exhibiting good character, responsibility and self-discipline, as well as provide supervision that will take into account the student's developmental and emotional needs.
- The program must contribute to student's ability to work as part of a group or team.
- The program must be geared toward student interests and/or abilities.
- The program must be multicultural and enhance or maintain equity in the overall program concept.

All extracurricular programs must fall into one of the following three categories: academic, athletic, or service-learning. Each extracurricular activity must be led by an adult coach or sponsor who meets any applicable requirement set in state or federal statute, as well as by the sponsoring or governing organization. The coach or sponsor will be responsible for supervising all students while participating in the activity, including preparation, practice and travel time.

Annually and prior to October 1 of each year, the principal shall present a list of extracurricular programs to the school council for discussion and review. The principal will follow district policies and procedures in selecting and evaluating all coaches and/or sponsors for all extracurricular activities.

Student Participation: Students who wish to participate in extracurricular programs must:

- Maintain a "C" average in all courses including core classes and electives.
- Be present for all classes the day of the activity or the day prior if on a weekend or holiday [Exemption: school-sponsored off-campus activities (e.g., college visits)].
- Comply with rules and procedures developed by the coach or sponsor for the extracurricular program.
- Meet any additional requirements set by the appropriate sponsoring or governing organization or as established in district board of education policies and procedures.

The principal has the final decision on student participation.

Senior Activities: Activities specific to the senior class include college and university visits, senior trip, and prom. In order to participate in any or all of the senior-specific activities, seniors must:

- Be on track (with appropriate class credits) to graduate at the end of the spring semester.

- Have no more than ten (10) unexcused absences (based on Infinite Campus and district policy).
- Not have been suspended (in-school or out-of-school) or placed in an alternative program within thirty (30) calendar days of the event.
- Maintain a passing grade in all courses including core classes and electives.
- Be present for all classes the day of the activity or the day prior if on a weekend or holiday.
- Comply with procedures developed by the sponsor for the activity.
- If applicable, provide own funding for participation.

The principal will have final decision on participation in senior-specific activities.

Evaluation:

All extracurricular programs will be evaluated annually for effectiveness, student participation, and equity as part of the school improvement planning process.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Adoption of an Emergency Plan Policy

[KRS 160.345(2)(i)9]

Purpose:

The *Adoption of an Emergency Plan Policy* of Kentucky Elementary School ensures that students are provided a safe and secure learning environment.

Procedures:

The principal, in consultation with parents, teachers, other school staff, and local first responders, will collaboratively develop the school's emergency management plan as a way to document efforts to prevent, mitigate, prepare for, respond to, and recover from emergencies. The emergency management plan will include procedures for fire, severe weather, earthquake, and building lockdown as specified in Kentucky statutes and regulations. The plan will include, but not be limited to the following:

- Establishment of primary and secondary evacuation routes, which must be posted in each room by each doorway used for evacuation;
- Identification of severe weather safe zones that have been reviewed by the fire marshal/fire chief, which must be posted in each room;
- Practices for students to follow in an earthquake;
- Development and adherence to access control measures for each school building, which may include (but not be limited to):
 - Controlling access to exterior doors during the day
 - Controlling front door access electronically or with a greeter
 - Controlling access to individual classrooms
 - Requiring visitor check-in with identification and purpose provided, and
 - Display of visitor's badge on outer clothing.
- Practices for students to follow in in case of fire that are consistent with administrative regulations of the Department of Housing, Buildings and Construction (DHBC); and
- Procedures for lockdown of the school.

Local law enforcement shall be invited to assist in establishing lockdown procedures.

Following adoption the emergency plan and diagrams of the facilities will be provided to appropriate first responders. First responders, for the purpose of this policy, include local fire personnel, local, county and/or state police personnel, and emergency medical personnel. Due to the need to maintain student and staff safety and security, the emergency plan and diagram of the facility will not be disclosed in response to any Open Records requests or discussed during Open Session of any school council meeting.

Prior to the first instructional day of school, the principal, or designee, will present and review all emergency procedures with all staff. Documentation including the time and date of the review will be kept on file at the school with a copy sent to the district office to document completion. Documentation may include methods such as a sign-in sheet that includes the printed name of

each staff member (all certified and classified staff), the signature of the staff member and the date and time of the review.

A comprehensive diagram of the school showing primary and secondary evacuation routes will be posted at each school doorway prior to the first instructional day of school. Identified severe weather safe zones which have been reviewed by the local fire marshal or fire chief will be posted at each school doorway prior to the first instructional day of school.

The principal is responsible for working with the central office annually to ensure that all local first responders have a current diagram of the school that notes the primary and secondary evacuation routes, the severe weather safe zones and notations of the exterior and front entrance access points. Completion will be reported to the school council and documentation maintained in the principal's office.

Within the first thirty (30) instructional days of the school year and again during the month of January, the school will conduct one (1) severe weather drill, one (1) earthquake drill, and one (1) building lockdown. Fire drills will be conducted in accordance with timelines, procedures and requirements outlined in the DHBC regulations. Whenever possible, first responders shall be given notice of possible drills and invited to observe. The principal is responsible for ensuring the implementation of these drills and reporting completion and problems noted during the drill to the school council and to the district central office for any remedial action needed.

Possible access control methods that will be used at Kentucky Elementary School are outlined below:

- All exterior doors must remain locked at all times.
- All visitors must enter through the posted front entrance.
- The front entrance must remain secure with electronic access only.
- All visitors must use the "buzzer" and be recognized prior to gaining access to the reception area
- The principal is responsible to ensure that trained personnel monitor the front entrance at all times. At no time during the school day are students allowed to monitor the front entrance or the reception area.
- All visitors must report to the front office, provide photo identification, state the purpose of the visit, and wear a school-specific badge on the outermost garment during the entire visit. Upon leaving, all visitors must report back to the front office.
- The office must keep an accurate log of each visitor, the date and time of the visit, the purpose of the visit, and with whom they visited.
- Doors must remain closed during instruction time.

Evaluation:

At the end of each school year the emergency procedures are to be reviewed by the school council and first responders and revised as needed.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Procedures, Consistent with Local School Board Policy, for Determining Alignment with State Standards, Technology Utilization, and Program Appraisal Policy

[KRS 160.345(2)(i)10]

Purpose:

The *Procedures for Determining Alignment with State Standards, Technology Utilization, and Program Appraisal Policy* for Kentucky Elementary School ensures that all students have equitable opportunity to highly effective teaching practices at all levels and with all classes.

Procedures:

Alignment with State Standards: Annually in November the school council shall charge the Curriculum and Instruction Committee with reviewing the curriculum of the core instructional areas (i.e., English/Language Arts, Mathematics, Science, and Social Studies) to ensure that each area is aligned with the Kentucky Core Academic Standards and to district curriculum maps. The committee shall also review analysis of state assessment data to determine any curricular gaps. This review shall be completed and reported to the school council by the May school council meeting.

Annually in January the school council shall charge the Climate and Culture Committee with determining the barriers in student achievement. The committee may review state non-academic data, survey data (i.e., parent, teacher and student), behavior summaries, and budget reports, as well as any other data needed for their review. This charge shall also include a summary of student use of technology as it relates to barriers in student achievement. This review shall be completed and reported to the school council by the May school council meeting.

Technology Utilization: Technology shall be utilized in the classroom by students, as a means to enhance the curriculum, and as a learning tool in the Library Media Center. All school technology (e.g., computers, I-Pads, SmartBoards) must be available for student use first. Teachers will plan lessons that encourage the use of technology by students. All staff and students will adhere to the *Kentucky School District's Acceptable Use Policy*.

Teachers will:

- Use technology to improve communications, enhance thinking skills, make instruction more efficient and effective, and develop critical life skills. PLC teacher-leaders will include the student use of technology as part of the weekly PLC meeting.
- Provide equitable and adequate access to the technology resources for all students.
- Implement technology to meet state and national standards.
- Research and use up-to-date programs and/or apps as part of the instructional program.
- Encourage and monitor student use of technology.
- Use adaptive or assistive technology for students as required in IEPs.
- Include technology resources as part of the daily lesson plan, including the websites URL and/or applications. Included in the lesson plan is a description on how the students will be using the technology as part of instruction.

The principal will monitor, through the lesson planning and PLC process, the student use of technology as part of the instructional day.

Program Appraisal: Annually in October the school council shall charge the Improvement Planning committee with reviewing state, district and school data to determine effectiveness of instruction program initiatives. The committee shall draft a report as to the strengths and barriers for each program initiative. This review shall be completed and reported to the school council by the December school council meeting.

Evaluation:

Annually each April, the principal will inventory the school's technology and create a report for the school council on the needs of the school in relation to technology. This report will consist of outdated equipment, repairs needed, and software updates needed. The school council will prioritize the needs and submit a request, based on the report, to the district technology coordinator.

Annually the analysis of the reviews from the Curriculum and Instruction Committee, the Climate and Culture Committee and the Improvement Planning Committee shall be used as part of the school improvement planning revision process.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Consultation

[KRS 160.345(2)(1)11]

Purpose:

The *Consultation Policy* of Kentucky Middle School ensures that the selection of instructional staff are highly effective, qualified and meet the needs of the student population.

Procedures:

Vacancy shall be defined as:

1. A position that did not previously exist but which can now be funded;
2. A position previously held by an employee who has retired or resigned; or
3. A position held by an employee who has indicated in writing that they will retire or resign at the conclusion of the current school year.

Qualified Teacher shall be defined as a teacher who::

1. Hold at least a bachelor's degree;
2. Hold full Kentucky certification or statement of eligibility; and
3. Demonstrates competency in each of the core academic subjects taught.

Highly Qualified Paraeducator (Paraprofessional) shall be defined as an instructional assistant who has:

- Has completed two years of study at an institution of higher education;
- Holds an associate's (or higher) degree; or
- Has passed the *Kentucky Paraeducator Assessment* exam.

Notification of Vacancy:

The school council shall be consulted by the principal on all certified and classified instructional vacancies that occur at the school. When an instructional staff vacancy has been posted the principal shall include "consultation with the school council for the (position title) vacancy" on the agenda of the next regular or special meeting of the council.

Timeline:

The principal and school council shall meet the following timeline for filling vacancies:

- Once a vacancy is determined, the principal, along with one parent member and one teacher member chosen by the school council, shall serve as an ad hoc interview committee. The ad hoc interview committee shall meet within one week of selection to develop a set of criteria for a strong candidates and a list of interview questions to be asked of each applicant.
- The committee shall reconvene and review applications and supporting materials for each qualified applicant. Once the vacancy has completed the 30-day required posting, the committee shall reconvene and make a final selection of candidates that exhibit the characteristics in the developed criteria and then those who are highly qualified. Any applicant that does not meet the criteria or is not highly qualified shall not be considered

for an interview. An interview schedule shall be developed by the ad hoc committee so that all committee members are present for all interviews. The principal shall contact the candidates and schedule the interviews.

- All candidates interviewed will be asked the developed questions in the same order. The principal shall follow up within three (3) business days with reference checks, as needed.
- The ad hoc committee shall reconvene within one week of the final interview to review the candidates, discuss issues from reference checks, and prioritize candidates.
- The school council shall consider the ad hoc committee and principal recommendations and provide its thoughts on the candidates to the principal on who to select to fill the vacancy. This consultation will occur in closed session.
- The principal shall make a selection of a qualified applicant to fill the vacancy and shall report this selection to the superintendent who will complete the hiring process.
- At the next regular or special called meeting, the principal will inform the school council as to the candidate they selected.

If a quorum of the members of the school council is not available for the purpose of conducting consultation in the filling of a vacancy during a special called meeting for the purpose of consultation, the principal shall conduct consultation with the council members who can attend. The timeline may also be amended with school council approval in order to fill a vacancy during times where continuation of instructional services may be affected and a waiver of the 30-day posting may be requested from the Kentucky Department of Education.

Evaluation:

The school council shall annually review the policy and timeline and make revisions as necessary to ensure high qualified and highly effective teachers are recruited and retained at the school. Any revisions to the policy shall be made and approved prior to March 31.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Committees

[KRS 160.345(2)(c)2]

A Committee Policy is not a required policy area for schools. However, if the school or the school council forms committees, the school council must have a policy.

Purpose:

The *Committee Policy* of Kentucky High School ensures equitable participation in the decision making process for teachers, parents and the school community as a whole.

Procedures:

Kentucky High School shall have five standing committees:

- Budget Committee: The Budget Committee shall recommend an annual budget, monitor budget implementation, and recommend budget amendments as needed.
- Curriculum and Instruction Committee: The Curriculum and Instruction Committee shall analyze the curriculum alignment, research instructional practices, and monitor implementation of curriculum and instructional policies.
- Climate and Culture Committee: The Climate and Culture Committee shall review non-academic and survey data as it relates to the removal of barriers in student achievement.
- Improvement Planning Committee: The Improvement Planning Committee shall review school assessment and non-academic data, noting trends and barriers, providing information and statistics to the school council during the improvement planning revision process.
- Teacher and Student Programs and Activities Committee: The Teacher and Student Programs and Activities Committee shall plan monthly teacher and student activities and celebrations and maintain the *Kentucky Kids*, *Teacher Resources*, and the *SBDM* bulletin boards. The committee shall monthly review student discipline data and teacher and student attendance data. The committee shall annually review the school's discipline plan,

Each standing committee shall have at least eight members including at least one parent.

During March, the following steps shall be taken to recruit members for each standing committee:

1. The principal shall invite all parents by placing a notice in the school's monthly newsletter and sending a One-Call message. The message shall be sent in English and Spanish.
2. The current committee chairs shall describe their committee's work for the school's monthly newsletter. These descriptions will be posted on the homepage of the school's website.
3. School council members will seek out minority members, including parents, staff, and other concerned adults, and encourage their active participation in all committees.

During April the principal shall place committee sign-up sheets on the SBDM bulletin board, and in the staff workroom. Parents and community members may also sign up by telephone or email.

During May the school council will appoint committee members, ensuring reasonable representation of minority groups. The school council may need to assign some persons to committees that are not their first choice to give each committee adequate and balanced membership. The school council shall also designate a committee member to convene the first committee meeting. The school council secretary shall notify all committee members of their appointment.

Ad hoc committees shall be established as needed by the school council. The school council shall ensure that ad hoc committees also have reasonable representation of the community.

All school council committees established under this policy are public agencies and are subject to Kentucky's Open Meetings/Open Records statutes.

Sample Committee Charge

When a school council charges a committee to work on a particular challenge or task, the school council may want to use a standard format to organize the information for the committee to ensure completion of the challenge or task.

Include in the charge:

- the name of the committee,
- the topic,
- the date of the charge,
- what work is needed,
- the timeline for completion,
- any special considerations or issues, and
- the contact person on the council.

To: The Culture and Climate Committee

Topic: To draft a policy change to increase physical activity during the school day

Date: June 1, 201X

The school council at Kentucky High School charges the committee to identify ways to increase physical activity for all students during the school day that will work at the high school level. Consider a more efficient schedule for physical education course, options before school, during the lunch break, and after school, and quick energizers that can be done during regular core instruction. Look at curriculum, space, schedule, staff, and professional development issues. Draft an amendment to Schedule of the Day Policy to add best practices you found.

Please report on research finding at our October and December School Council meetings with a draft ready by the February meeting. Ensure that you have gathered input from staff, students and families during this time.

For questions, please contact School Council member, John McBride.

Evaluation:

The school council shall annually review the standing committees, the committee chairpersons and the work provided to the school council from each committee. Any revisions to the committee policy based on this information will be completed by the school council.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Recruitment and Assignment of Students to Advanced Placement, International Baccalaureate, Dual Enrollment and Dual Credit Courses

[KRS 160.348(2)]

Purpose:

The *Recruitment and Assignment of Students to Advanced Placement, International Baccalaureate, Dual Enrollment and Dual Credit Courses Policy* of Kentucky High School ensures that all students are provided opportunity to participate in a rigorous and academically challenging curriculum.

Procedures:

All students at Kentucky High School who are willing to accept the challenge of a rigorous academic curriculum shall be admitted to advanced placement, international baccalaureate, dual enrollment, and/or dual credit courses. Students must have successfully completed the prerequisite course work or have otherwise demonstrated mastery of the prerequisite content knowledge and skills and have permission from the course instructor to participate.

Annually, Kentucky High School shall offer advanced placement courses in English, mathematics, science and history. Specific courses will be determined based on student interest and an identified need annually. If a course is not offered as part of the regular master schedule and is a course needed for a student's learning plan, the student shall be permitted to take the course via the Kentucky Virtual Campus. The student must request the course through the guidance counselor.

Guidance counselors shall advise students and parent of the opportunity for advance placement, international baccalaureate, dual enrollment and dual credit course options when they prepare and revise their Individual Learning Plan, encouraging students to take appropriate preparatory courses. Teachers shall encourage students to take challenging courses, maintaining data of contacts with students and parents. Guidance counselors shall maintain resources and information for dual enrollment and dual credit courses offered through the Kentucky Community College and Technical System.

Evaluation:

During the March school council meeting, the school council shall review data on student participation in advanced placement, international baccalaureate, dual enrollment and dual credit courses. The data shall be disaggregated by gender, ethnicity and free/reduced lunch participation. This data shall be used during the planning process for course offerings in the upcoming school year.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Wellness Policy

[KRS 160.345(11)]

Purpose:

The *Wellness Policy* of Kentucky Elementary School ensures that all students have opportunity for integrate more physical activity and is encouraged to make healthy choices daily.

Procedures:

Kentucky Elementary School will create positive experiences with physical activity for students by providing opportunity for all students to have up to thirty (30) minutes per day or one hundred fifty (150) minutes of physical activity per week. Teachers will provide planned, sequential instruction that promotes lifelong physical activity. It will be designed to develop basic movement skills, lifelong sports skills, and physical fitness as well as to enhance mental, social, and emotional abilities.

- Each student will participate in physical education class twice a week.
- Each student will have at least 20 minutes of supervised recess. The school shall provide the space and equipment. Teachers will not be allowed to deprive students of recess or other physical activity as a consequence for inappropriate behavior.
- Teachers will make all practical efforts to avoid periods of more than forty minutes when students are physically inactive.
- Accommodations and adaptations will be made for students with special needs.
- All teachers will implement a healthy choice program by reviewing the nutritional standards on a regular basis and by not using food as a reward.

Kentucky Elementary School will adopt the physical education assessment tool to assess the physical activity program at the school. The tool must:

- Assess how closely the physical education curriculum aligns with state and national standards for high quality physical education programs.
- Analyzes the content and components of the physical education curriculum.
- Assists in identifying changes that are needed in physical education curriculum.

Evaluation:

The school council shall review annually by the March school council meeting the level of student activity and compiled data from the assessment tool. This data shall be included as part of the improvement planning process.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Determination of a Writing Program

[KRS 158.6453(7)(c)]

Purpose:

The Determination of a *Writing Program Policy* at Kentucky Middle School ensures that all students in all classes will use writing as a way to learn and that writing is a part of literacy, a necessary communication skill for student. Writing should be authentically taught and practiced in all curricular areas.

Procedures:

All students shall be provided multiple opportunities to develop communication skills through writing. To ensure this all teachers will...

- Engage in three categories of writing: writing to learn, writing to demonstrate learning, and writing for publication.
- Provide opportunity on a regular basis for authentic and meaningful writing
 - Writing for a variety of purposes and audiences:
 - Writing to reveal ownership and independent thinking.
 - Writing in which students draw on individual experiences.
- Experience the writing process at all grade levels: planning, drafting, revising, editing, publishing, and reflecting upon writing.
- Experience writing in both on-demand and writing over time situations.
- Read and analyze a variety of print and non-print materials including persuasive literary, informational, and practical/workplace materials.
- Learn about and use appropriate resources for writing.
- Apply appropriate writing skills to oral communication.
- Use technology tools and resources that are developmentally appropriate for student use. Technology shall be used by students as a tool to research, organize, evaluate and communicate information.
- Provide opportunity for student showcase of writing and communication skills, including the student use of technology, across all curricular areas.

Writing Portfolios: All students shall keep a working writing portfolio. Writing portfolios will be reviewed on a regular basis to collect data on student needs, grade level needs and schoolwide needs. The objectives of this review is to provide an analysis of the portfolios to determine instructional implication for the school, to assist school as they gather evidence of instructional strengths and opportunities for improvement areas, and to target specific and individual professional learning need to improve student performance.

Evaluation:

The school council shall annually review the effectiveness of the school's writing program. This data shall be included as part of the improvement planning process and the district's program reviews.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Parent Involvement

[Federal Elementary and Secondary Education Act (ESEA); Title I, Part A (Section 1118) as amended for No Child Left Behind (2001)]

A Parent Involvement Policy is not a required policy area for all schools. However, if the school receives Federal Title I, Part A funds, the school council must have a policy.

Purpose:

Parents serve as a key shareholder in the educational processes of the students attending ABC Elementary. The *Parent Involvement Policy* of ABC Elementary ensures equitable participation in the planning, reviewing, and implementing of all parent programs and activities.

Parent Definition:

A parent is legally defined as a *biological parent, step-parent, or a foster parent of a student **or** a person who has legal custody of a student pursuant to a court order and with whom the student resides.* For the purpose of this policy, *parent* encompasses *all* family situations.

Parent Involvement Definition:

Parent involvement is best defined as *any time a parent commits to assisting his/her child in learning and achieving academically to a higher level with greater interest and motivation.*

Parent involvement can be accomplished in a variety of ways, which include the following:

- reading together at home with your children,
- developing your expectations for your child and communicating these expectations to your child, as well as communicating your support in helping your child achieve these expectations,
- communicating positive values such as respect, hard work, and responsibility,
- providing your child with positive encouragement when he/she achieves certain goals,
- speaking with your child's teacher on a regular basis and offering any assistance that the teacher may suggest,
- becoming involved in the school's PTO/SBDM council and/or committees, and
- discussing your child's assessment scores after receiving the scores and an explanation of them from the school.

Procedures:

ABC Elementary, along with the district Federal Programs' Coordinator, shall convene an annual meeting at a time that is convenient for parents. All parents are invited and encouraged to attend. At this meeting, parents will be informed of the school's participation in a Title I Schoolwide Program, the purpose and requirements of Title I, and their right to be involved. Particular attention shall be given to reaching those parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background.

ABC Elementary shall involve parents in an organized, ongoing, and timely manner in the Title I planning, review, and improvement of programs; this includes the joint development of the school parent involvement policy.

Parent-School Learning Compact:

ABC Elementary and the parents of the students participating in the activities, services, and programs agree that improved student achievement is a shared responsibility. ABC Elementary and its parents will build and develop a partnership that will assist students in achieving proficiency.

ABC Elementary will...

- provide high quality curriculum and instruction in a supportive and effective learning environment that enables the participating students to meet Kentucky's student academic achievement standards,
- communicate clear expectations,
- utilize research-based materials and methods,
- provide a safe, positive, and healthy learning environment for each student, and
- address the individual needs of each student.

Parents will...

- ensure their child attends school regularly, is punctual, and prepared to learn,
- create an atmosphere that supports learning,
- encourage their child to demonstrate respect for school personnel, classmates, and school property,
- remain informed about their child's education,
- model respect by going to the teacher first regarding concerns, and
- guarantee that any homework assignments are neat and complete.

Students will...

- come to school on time and be prepared to learn,
- obey all school and classroom rules,
- pay attention to their teachers, tutors, and family members and ask for help when needed, and
- commit to learning and do their best work each day.

Background Checks:

Any parent wishing to serve as a parent volunteer in the school must complete a criminal background check and attend confidentiality training.

Concerns:

Any comments or concerns regarding ABC Elementary's *Parent Involvement Policy* shall be submitted to the Kentucky School District's Federal Programs' Coordinator, Mr. Kevin Stein. He can be reached at (859) 555-5555.

Sample Parent-School Learning Compact

Kentucky Middle School Parent-School Learning Compact

The Kentucky Middle School and the parents of the students participating in the activities, services and programs agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student achievement and the means by which the school and parents will build and develop a partnership that will assist students to achieve proficiency.

School Responsibilities:

Kentucky Middle School instructional staff will:

- Provide high quality curriculum and instruction in supportive and effective learning environment that enables the participating students to meet Kentucky's student academic achievement standards as follows:
 - Qualified teachers assuring all student access to quality learning experiences appropriate to development.
 - Communicates clear expectations for performance to both students and parents.
 - All instruction utilizes research-based materials and methods.
 - Provides a safe, positive, healthy learning environment for each student where each child is treated with respect and dignity.
 - Address the individual needs of each student.
- Hold parent-teacher conferences and open house activities during which this compact will be discussed as it relates to the individual student's achievement.
- Provide parents with frequent reports on their child's progress and growth.
- Provide parents reasonable access to instructional staff before school and after scheduled classes for phone calls or parent conferences.
- Provide parent opportunities to volunteer and participate in their child's curricular programming and for special projects.

Parent Responsibilities

I will support my child's learning in the following ways:

- Make sure that my child attends school regularly, is on time, and is prepared to learn.
- Make sure that any homework assignments are complete and neat.
- Create an atmosphere that supports learning.
- Encourage my child to demonstrate respect for school personnel, classmates and school property.
- Stay informed about my child's education
- Model respect by going to the teacher first about concerns.

Student Responsibilities:

I will share the responsibility to improve my academic achievement. Specifically, I will:

- Come to school on time and ready to learn.
- Pay attention to my teachers, tutors and family and ask for help when needed.
- Be prepared for school each day with completed and neat assignments and materials.
- Do my best work each day.
- Follow school and class rules.

Homeroom Teacher Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____

Evaluation:

The effectiveness of this policy shall be evaluated through the school improvement planning process.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____

Wellness and Nutrition

[Federal Healthy, Hunger Free Kids Act of 2012]

A Wellness and Nutrition Policy is not a required policy area for all schools. However, if the school participates in the Federal Lunch program, the school council must have a policy.

Purpose:

The purpose of the Kentucky Middle School *Wellness and Nutrition Policy* is to ensure that all students at Kentucky Middle School are provided with a safe and healthy environment that promotes wellness through high quality health education and physical education to enrich student learning and ensure success. We believe student health is closely associated with academic achievement, attendance rate and behavior supports, thus our students need to be striving for healthy lifestyles in order to truly be prepared for “college and career readiness.”

Procedures:

School Committee: The Kentucky Middle School maintains a Coordinated School Health Committee as evidence of PLCS Program Review expectations. Our CSH Committee serves as a resource to create, strengthen and support school policy on the promotion of student health and wellness. This committee will report to the SBDM at a minimum every two months to provide updates on school progress of implementation of this policy and other CSH programs.

Physical Education and Activity:

Comprehensive School Physical Activity Program (CSPAP): Our school recognizes that a CSPAP is an approach our school will utilize all opportunities for school-based physical activity to develop physically educated students who participate in the nationally-recommended 60+ minutes of physical activity each day and develop the knowledge, skills, and confidence to be physically active for a lifetime. With a CSPAP, quality physical education is the cornerstone of the program while also including school-based physical activity opportunities; school employee wellness and involvement; and family and community involvement.

Physical Education:

- A certified physical education teacher will provide instruction.
- Physical education teachers are allocated 24 hours annually to participate in professional learning communities to address issues related to instructional practices, data analysis and improve instruction.
- Students will receive the equivalent of 150 minutes of physical education per week.
- Our school will use the Physical Education Curriculum Assessment Tool (PECAT) annually to determine scope and sequence to deliver grade level benchmarks of the Kentucky Core Academic Standards (KCAS):
- All students will be assessed on the KCAS and receive a written grade based on the school grading schedule.
- Physical education class sizes follow the district policy for pupil-teacher ratio in non-PE classrooms.

Physical Activity During the School Day:

- All students will receive at least 30 minutes of physical activity outside of physical education class. This can occur in several ways:
 - Lesson plans include planned student movement and are integrated into academic lessons.
 - Teachers shall make all reasonable efforts to avoid periods of more than forty minutes when students are physically inactive. When possible, physical activity should be integrated into learning activities. When that is not possible, students should be given periodic breaks during which they are encouraged to stand and be moderately active.
 - Recess – at least 20 minutes of recess time is allocated and supervised before lunch each day.
- Incentives will be used during the school year to encourage each class to engage in physical activity.
- Our school prohibits the use of physical activity as punishment (e.g., running laps, pushups), and the withholding of physical activity/physical education time for behavior management. Our school also prohibits withholding physical activity/physical education time for make-up work.

Physical Activity Before and After School:

- Students will be provided opportunities to participate in physical activity clubs with access to adequate facilities, equipment and supervision.
- Our school shall partner with local officials to provide opportunities safe alternative modes of transportation (i.e. walking, biking) to school.
- Our school will provide students with 30 minutes of physical activity time before school begins each day. Students will also be provided access to school grounds and facilities after school for unstructured free play and physical activity opportunities.
- Students will have opportunities to participate in interscholastic sports after school. Eligibility and attendance rules apply. Athletic policies, to a minimum, adhere to all Kentucky High School Athletic Association rules and are in place to address these requirements.

Staff Involvement:

- Staff Wellness: School highly values the health and well-being of every staff member and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle. Our school will establish and maintain a staff wellness committee composed of at least one staff member, school health council member, local hospital representative, dietitian or other health professional, recreation program representative, union representative, and employee benefits specialist. (The staff wellness committee could be a subcommittee of the school health council.) The committee should develop, promote, and oversee a multifaceted plan to promote staff health and wellness. The plan should be based on input solicited from school staff and should outline ways to

encourage healthy eating, physical activity, and other elements of a healthy lifestyle among school staff. The staff wellness committee should distribute its plan to the school health council annually

- The school has a designee to coordinate and provide professional development, for staff members, to integrate physical activity into the classroom setting.

Family and Community:

- Our school will encourage the use of school facilities through a shared use agreement for community members in order to create physical activity opportunities. All parties must follow the district policies and procedures for facility usage.
- Our school will provide information about physical education and other school-based physical activity opportunities before, during, and after the school day; and support parents' efforts to provide their children with opportunities to be physically active outside of school. Such supports will include sharing information about physical activity and physical education through a website, newsletter, or other take-home materials, special events, or physical education homework.

School Nutrition:

- Our school will adhere to all guidelines of the USDA National School Lunch Program.
- Our school shall encourage healthy choices among students using the following methods:
 - Increase breakfast participation via second chance as well as “grab-n-go” programs.
 - Schedule adequate time for all school meals (702 KAR 6:060).
- Our school shall implement the nutritional standards required by federal and state laws and regulations. Those rules apply to our food program and to other food and beverages available during the school day.
- Parents may block the purchase of “extras” from their child’s cafeteria account.
- School Nutrition Personnel will work closely with the parent(s) and/or guardian(s) to make reasonable accommodations for students with disability or other special dietary needs.
- School cafeteria managers shall annually receive a minimum of two (2) hours of continuing education in applied nutrition and healthy meal planning and preparation (KRS 158.852)
- In compliance with the federal Healthy Hunger Free Kids Act and 702 KAR 006:090, any food item offered for sale through a vending machine, school store, canteen, or fundraiser on school property shall meet the established state requirements.
- User Smarter Lunchroom strategies for increasing healthy food selection (i.e. place fruits and vegetables near cafeteria or at easy access, etc).
- Provide information to students or families on the nutrition, caloric, and sodium content of foods available

Nutrition Education and Promotion:

- Our Practical Living curriculum shall address the full Kentucky Core Academic Standards, including health, consumerism, and physical education.
- School ensures content of the Health Education Curriculum is frequently integrated into all content areas to meet the health and safety needs of all students.
- Drinking water is encouraged and available to students free of charge at all times during the school day.
- Sports drinks are not available in the school setting except when provided by the school for student athletes participating in sport programs involving vigorous activity of more than one hour.
- Price nutritious foods and beverages at a lower cost while increasing the price of less nutritious foods and beverages
- Fundraising Activities: To support children's health and school nutrition-education efforts, school fundraising activities will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually. Schools will encourage fundraising activities that promote physical activity. The school district will make available a list of ideas for acceptable fundraising activities.
- Snacks: Snacks served during the school day or in after-school care or enrichment programs will make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. Schools will assess if and when to offer snacks based on timing of school meals, children's nutritional needs, children's ages, and other considerations. The district will disseminate a list of healthful snack items to teachers, after-school program personnel, and parents.
 - If eligible, schools that provide snacks through after-school programs will pursue receiving reimbursements through the National School Lunch Program.
- Rewards. Schools will not use foods or beverages, especially those that do not meet the nutrition standards for foods and beverages sold individually (above), as rewards for academic performance or good behavior,¹⁰ and will not withhold food or beverages (including food served through school meals) as a punishment.
- Celebrations. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. Each party should include no more than one food or beverage that does not meet nutrition standards for foods and beverages sold individually (above). The district will disseminate a list of healthy party ideas to parents and teachers.
- School-sponsored Events (such as, but not limited to, athletic events, dances, or performances). Foods and beverages offered or sold at school-sponsored events outside the school day will meet the nutrition standards for meals or for foods and beverages sold individually (above).
- Food Marketing in Schools. School-based marketing will be consistent with nutrition education and health promotion. As such, schools will limit food and beverage marketing

to the promotion of foods and beverages that meet the nutrition standards for meals or for foods and beverages sold individually (above).¹¹ School-based marketing of brands promoting predominantly low-nutrition foods and beverages¹² is prohibited. The promotion of healthy foods, including fruits, vegetables, whole grains, and low-fat dairy products is encouraged.

Examples of marketing techniques include the following: logos and brand names on/in vending machines, books or curricula, textbook covers, school supplies, scoreboards, school structures, and sports equipment; educational incentive programs that provide food as a reward; programs that provide schools with supplies when families buy low-nutrition food products; in-school television, such as Channel One; free samples or coupons; and food sales through fundraising activities. Marketing activities that promote healthful behaviors (and are therefore allowable) include: vending machine covers promoting water; pricing structures that promote healthy options in a la carte lines or vending machines; sales of fruit for fundraisers; and coupons for discount gym memberships.

- **Communications with Parents.** School will support parents' efforts to provide a healthy diet. Our school will offer healthy eating seminars for parents, send home nutrition information, post nutrition tips on school websites, and provide nutrient analyses of school menus. Schools should encourage parents to pack healthy lunches and snacks and to refrain from including beverages and foods that do not meet the above nutrition standards for individual foods and beverages. Our school will provide parents a list of foods that meet the district's snack standards and ideas for healthy celebrations/parties, rewards, and fundraising activities. In addition, the district/school will provide opportunities for parents to share their healthy food practices with others in the school community.

The provisions of this policy shall be implemented to comply with provisions required by federal law, state law, or local board policy. If any specific requirement above does not fit with those rules, the principal shall notify the council so that the policy can be amended to fit.

Measurement and Evaluation:

In compliance with 702 KAR 6:090, Kentucky Middle School will utilize the Alliance for a Healthier Generation's Healthy Schools Program to evaluate the school environment. This report will be shared annually with the district as required by KRS 160.345 (11) and release the report at least 60 days prior to the public forum required by KRS 158.856 (5). Results will be reported to parents and community stakeholders via the school's website.

The Kentucky Middle School CSH committee will oversee the implementation and evaluation of this policy. The CSH Committee shall periodically report to the school principal and SBDM on the content and progress of implementation of the school's wellness efforts. The report shall include:

1. Extent to which the school is in compliance with this policy;
2. A timeline for an annual review and comparison (e.g. KDE CSPAP Continuum Document) of how the school measures up to model wellness policies provided by recognized state and national authorities; and

3. A designated school representative of the CSHC will communicate on the description of the measurable progress made towards reaching goals of the school wellness policy and address any gaps identified in the wellness report for the previous year.

Date Adopted: _____

Date Reviewed/Revised: _____

Date Reviewed/Revised: _____